

**STAFF SERVICES MANAGER I***Employment Opportunity**The Board of Prison Terms is an Equal Employment Opportunity Employer***JOB LOCATION**

Position is located at the  
Board of Prison Terms  
1515 K Street  
Sacramento, CA 95814

**POSITION STATEMENT****(Permanent, full time)**

Under the general direction of the Assistant Executive Officer, the Chief, Fiscal/Business Services Unit, the Staff Services Manager I (SSMI), will perform as follows:

Responsibilities include, but are not limited to, budgets, accounting, contracts, procurements, and business services. Manages a staff of nine (9), consisting of four (4) Associate Governmental Program Analysts, one (1) Material and Stores Specialist, two (2) Office Technicians, one (1) Office Assistant, and one (1) Stock Clerk.

Determines staff workload, and monitoring and evaluating staff performance. Plans, organizes, coordinates, and manages staff assignments, and establishes the goals and objectives of the Unit consistent with the Board of Prison Terms policies.

Develops BPT's annual budget, including preparation of the Governor's Budget display and all related supplementary schedules; develop and disseminate guidelines for Budget Change Proposal development and fiscal analysis of legislation; assist with development of overhead and billing rates; prepare annual legislative budget hearing reference binders; assist with the development of fiscal analyses of legislation; and develop monthly projection of year-end expenditures. Oversee accounting functions, including: process and schedule invoices for payment; maintain accountability of fixed assets; perform cash management and contract control; collect and process contract receivables and reimbursements; develop policies and procedures for sound internal fiscal practices; prepare pro rata billing information for the Department of Finance; prepare monthly and yearly financial reports.

Develops and respond to space needs and specifications; negotiate lease renewals; develop floor plans and specifications; secure contractors and oversee implementation of all space and modular furniture modifications; develop and maintain all voice communication systems; work with leasers to resolve building maintenance issues; coordinate records and recycle programs; and manage the Office's property inventory.

Serve as a primary administrative resource; advise and consult with executive and upper-management to resolve fiscal and other administrative problems and issues.

**SALARY**

\$4,746.00 - \$5,726.00

**DESIRABLE QUALIFICATIONS**

- Demonstrated knowledge fiscal and budget principles and methodologies. Knowledge of governmental policies and procedures relating to contracts.
- Ability to address a variety of challenges in a fast-paced and changing environment with minimal supervision.
- Strong leadership and management team experience including demonstrated supervisory/managerial experience, creativity, flexibility and sound judgment.
- Strong working knowledge of Microsoft Word, Excel and other tracking software.
- Well developed oral and written communication skills and strong interpersonal skills. Strong ability to cultivate effective working relationships with others.
- Awareness of the organization, mission and values of the Board of Prison Terms.

**FINAL FILING DATE**

December 10, 2004

The State Application (Form 678) can be downloaded from the State Personnel Board's website: [www.spb.ca.gov](http://www.spb.ca.gov) or the California Youth Authority's website: [www.cya.ca.gov](http://www.cya.ca.gov)

**SEND APPLICATION TO**

Board of Prison Terms  
1515 K Street  
Sacramento, CA 95814

All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/ Surplus eligibility. Please indicate your eligibility for this classification on the state application. Applicants are required to submit a State Application (Form 678) by the final filing date, December 10, 2004.

**FOR ADDITIONAL INFORMATION CONTACT Raquel Lothridge at 916-445-5266**